



**City of Glendale**  
**Community Services & Parks Department**  
**Day Camps Discount Application - WINTER 2020-2021**



The deadline to submit this Application Packet for WINTER 2020-2021 Day Camps is:

**DEADLINE FRIDAY, OCTOBER 16, 2020**

**Email ONLY:** [Dmmorales@glendaleca.gov](mailto:Dmmorales@glendaleca.gov)

**Eligibility Requirements**

All residents who reside within the Glendale Unified School District boundaries are eligible to apply for the discount provided that they meet the income criteria. The applicant's income will determine the discount level.

The [United States Department of Housing and Urban Development](#) standards are used in defining income levels. Applicants must meet the **income** criteria listed below in order to qualify for the respective discount scholarship.

Persons in Family	Applicant Type A – Full Scholarship	Applicant Type B – 10% Discount
	Extremely Low Income Limits (Per Year)	Very Low Income Limits (Per Year)
1	\$23,700	\$39,450
2	\$27,050	\$45,050
3	\$30,450	\$50,700
4	\$33,800	\$56,300
5	\$36,550	\$60,850
6	\$39,250	\$65,350
7	\$41,950	\$69,850
8	\$44,650	\$74,350

**Discount Types Available**

**Full Scholarship – 100% Discount – Applicant Type A**

Applicants whose annual household income falls within the Extremely Low Income levels for Los Angeles County, as listed in this policy, will be eligible for a full scholarship, 100% discount on the registration fees upon timely submission of the completed Day Camps Discount Application packet.

**10% Discount – Maximum of \$150 per child per calendar year – Applicant Type B**

All other applicants, whose annual household income falls within the Low Income levels for Los Angeles County, as listed in this policy, will receive a 10% discount on the total registration fee per child, for a total discount amount not to exceed \$150 per child per calendar year, upon timely submission of the completed Day Camps Discount Application packet.

**Camps Eligible for Registration with a Discount**

Select number of spots will be available in the following day camps (inclusive of half day and extended care options) at a 100% Discount, no cost, full scholarship to eligible Type A Applicants:

Camp Name	Location
Kool Dayz Camp	Pacific Community Center



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The following day camps (inclusive of half day and extended care options) are available at a 10% Discount to eligible Type B Applicants:

<b>Camp Name</b>	<b>Location</b>
Kool Dayz Camp	Pacific Community Center
Kool Dayz Camp	Sparr Heights Community Center

Specialty camps, including but not limited to sports camps and art camps, are **NOT** available for registration with a discount. The discount is only applicable to the day camps listed above.

### **Application Process**

Applicants must submit their completed Day Camps Discount Application packet (application packet), including supporting income and proof of residency documentation as required, no later than 30 calendar days prior to the first day of registration for the respective camp. If 30 calendar days prior falls on a weekend or holiday, the application will be due the following business day.

The Day Camps Discount Application packet **MUST** include:

- Day Camps Discount Application Form
- Income Verification Documents
- Proof of Residency Documents

The application packet will be reviewed by staff and the applicant will be notified of the status of the application two (2) weeks prior to the first day of registration. Applicants **MUST** bring the **APPROVED** Day Camps Discount Application to register their child in order to receive the discount.

If there are more applicants “Approved” for a Full Scholarship (Applicant Type A, refer to discount policy) than spaces available, a lottery system will be used to select the applicants who will receive the full scholarship for camp registration. Those applicants not selected during the lottery, will automatically be approved to receive a 10% discount available to Applicant Type B, refer to discount policy.

ALL day camp registrations are on a first come first serve basis; thus, approval of a discount application does **NOT** guarantee registration into the day camp programs. Parents/Guardians must still follow the registration guidelines to register their child/dependent and must provide the **APPROVED** Day Camps Discount Application during the registration process in order to receive the discount.

**All eligible applicants will still be required to complete day camp registration forms, including but not limited to medical information, release of liability forms, photo release forms, etc., as required for enrollment in the day camp program.**

- One application must be completed for each child and/or dependent
- A new application must be completed for each child and/or dependent for each camp season
- The need for enrollment in an extended care option must be indicated on the application. Adding extended care after the application deadline will result in payment for the full fees respectively.
- Child and/or dependent must attend each week of camp no less than 60% of the time (3 out of 5 days). If a child and/or dependent is absent more than 60% of the time, they will be removed from the camp for the rest of the weeks.

For more information or questions, please call the Pacific Community Center at (818) 548-4098.



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### SECTION 1: General Information - ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD

Applicant's (Parent/Legal Guardian's) First and Last Name: \_\_\_\_\_

Applicant's Full Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Child's First and Last Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Age of Child: \_\_\_\_\_

**ONE APPLICATION MUST BE SUBMITTED FOR EACH CHILD**

### SECTION 2: List of Household Members

Printed Name	Adult/Minor (Check One)		Signature (Only required for Adults)
Applicant's Name:	Adult	Minor	
Other Beneficiaries:	Adult	Minor	
Other Beneficiaries:	Adult	Minor	
Other Beneficiaries:	Adult	Minor	
Other Beneficiaries:	Adult	Minor	
Other Beneficiaries:	Adult	Minor	
If you need additional spaces, please attach another sheet.			

### SECTION 3: Annual Household Income – Documentation Types to Verify Income

#### Eligibility Information

I/we certify that this information is complete and accurate. I/we agree to provide documentation on all income sources, as applicable, to the City of Glendale Community Services & Parks Department.

My total family\* size consists of \_\_\_\_\_ members, and the total gross annual income\*\* for all adult members is \$\_\_\_\_\_.

\* "Family" is defined as: All persons living in a household who are related by birth, marriage or adoption.

\*\*Gross annual income must include all sources of income (wages, child support, SSI, unemployment, pension, income from assets, etc., but does not include the income of live-in aids, per 24 CFR 5.403).

**Check one or more the items below that you are providing with your application for all persons at your household that comprises your annual household income.**

- ☐ Most Recent Copy of Tax Returns **HIGHLY PREFERRED**
- ☐ Employment, 2 most recent Pay Stubs, W-2 (Box 1 Gross Income)
- ☐ TANF/ Public Assistance Income
- ☐ Worker's Compensation
- ☐ Social Security, Pension, Retirement

- ☐ Self-employment, Business Income, 1099
- ☐ Disability Income
- ☐ Unemployment Income
- ☐ Child Support
- ☐ Notarized Affidavit of Income



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**Parks  
Make  
Life  
Better!**

### SECTION 4: Proof of Residency

By initialing here \_\_\_\_\_, I acknowledge that I have included a copy of my two most recent utility bills or a copy of a current, executed rental agreement. (The utility bill or rental agreement must have the applicant name, current date, and valid residential address printed on the front. Utility bills can be in the form of a water bill, power bill or gas bill.)

### SECTION 5: Winter 2020-2021 Camp Information (Location and Weeks)

**Preferred Camp Location Name:** \_\_\_\_\_

**\*\* This application does NOT guarantee registration into day camp programs. Registration is on a first come first serve basis, and applicants must register their child/dependent during the registration period for the appropriate day camp program.**

**Winter 2020-2021 Available Day Camp Dates (Check all that apply):**

The Community Services & Parks department offers extended care options in the form of **Before Care (7:00 a.m. – 9:00 a.m.)** and **After Care (4:00 p.m. – 6:00 p.m.)**. If you need either option, or both, and would like for it to be considered as part of the scholarship or discount, you must indicate your need by checking in the box for the respective week. If you would like to sign up for extended care at any point after the application has been reviewed, you will be responsible for the full price of the respective fees.

<input type="checkbox"/> <b>Week 1 (December 21 – 23)</b>	<input type="checkbox"/> <b>Week 2 (December 28 – 30)</b>	<input type="checkbox"/> <b>Week 3 (January 4 – 6)</b>
<input type="checkbox"/> <b>Before Care</b>	<input type="checkbox"/> <b>Before Care</b>	<input type="checkbox"/> <b>Before Care</b>
<input type="checkbox"/> <b>After Care</b>	<input type="checkbox"/> <b>After Care</b>	<input type="checkbox"/> <b>After Care</b>

### SECTION 6: Signature

**WARNING:** I certify that the information contained on this form is complete and true to the best of my knowledge. I authorize the City of Glendale or its providers/agencies to request and obtain income documentation from me, if necessary. **WARNING:** Section n1001 of Title 18 of the U.S. Code makes it a criminal offense to make false statements or misrepresentations to any Department or Agency of the U.S. Making false statements is a felony under California State Law (Penal Code Sections: 115, 118, 487, 532) and may result in criminal charges.

**Initial in the spaces provided:**

\_\_\_\_\_ The applicant understands that submission of this application does not guarantee eligibility to receive a scholarship or a discount.

\_\_\_\_\_ **Approval of this application does NOT guarantee registration into day camp programs. Registration is on a first come first serve basis. Applicants must register their child/dependent during the registration period for the respective day camp program.**

\_\_\_\_\_ Applicants are required to complete day camp registration forms, including but not limited to medical forms, release of liability forms, photo and voice release forms, campers promise, etc., as required for enrollment in the day camp program.

\_\_\_\_\_ **Day camp participants must be present no less than 60% of the time for each week. Participants who are absent more than 60% of the time (3 out of 5 days per week), will be dropped for the remainder of the weeks. Exceptions will be considered on a case by case basis by the department director or a designee.**

**Print Applicant's Name:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Submission Deadline: Friday, October 16, 2020**

**Submit Via Email: [Dmmorales@glendaleca.gov](mailto:Dmmorales@glendaleca.gov)**



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**DEPARTMENT USE ONLY**



**Applicant's (Parent/Legal Guardian's) First and Last Name:** \_\_\_\_\_

**Child's First and Last Name:** \_\_\_\_\_

**Applicant's Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Date Application Submitted:** \_\_\_\_\_ **Received By (CSP Staff):** \_\_\_\_\_

**Review Date:** \_\_\_\_\_ **Reviewed By:** \_\_\_\_\_ **Reviewer's Signature:** \_\_\_\_\_

**Director or Designee's Signature:** \_\_\_\_\_ ☐ Approved – Full ☐ Approved – 10% ☐ Not Approved

**Camp Location:** \_\_\_\_\_

**Camp Weeks:** \_\_\_\_\_

**Notes:** \_\_\_\_\_

\_\_\_\_\_

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